

UNITED STATES DEPARTMENT OF AGRICULTURE

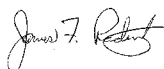
Farm Service Agency
Washington, DC 20250

Notice FLP-129

For: State and County Offices

Management of Agricultural Credit (MAC) Update

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Overview

A

Background

Notice FLP-112 required the implementation of MAC software. However, problems have arisen in MAC that were not anticipated. The problems are mainly because of the:

- 3B2 data conversion
- mainframe computer download.

B

Purpose

This notice:

- updates information on MAC
- obsoletes Notice FLP-112.

MAC:

- is being used in County Offices, which are designated by their State Office to receive mainframe FLP data downloads, to track applications, servicing actions, workload, etc., effective February 29, 2000

Notes: The data entry required by the MAC Input System, which does not include financing statements and mortgages, shall be completed by June 30, 2000.

County Offices may be granted a 1-month extension for valid reasons. The State Office should contact either Kathleen Miller or Shelley Davis in the National Office for extension approvals.

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Disposal Date

May 1, 2001

Distribution

State Offices; State Offices relay to County Offices

Notice FLP-129

1 Overview (Continued)

B

Purpose (Continued)

- is used to the maximum extent possible for office management
- contains current and accurate information.

Note: Any COR, State Office, or National Office reviews to check for accurate and current MAC information will not be conducted until MAC is stable. **MAC is projected to be stable by July 2000.**

C

Importance of Using MAC

At the National Office level, MAC information is used to:

- determine State loan funds allocations
- provide data on FLP annual goal accomplishments
- count workload items
- provide FLP information to Congress and other customers
- provide data for program analysis and trends.

At the County Office level, MAC provides:

- ready access to information necessary to make decisions on customer requests for assistance
 - automated follow-up reminders that assist County Offices in meeting statutory and regulatory timeframes
 - improved customer service with the ability to obtain loan information
 - many instances of single point data entry
 - the ability to produce reports automatically
 - administrative functions that permit changes to be made in MAC in a timely manner.
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D

Contact

State Offices shall direct questions about this notice to either of the following:

- Kathleen Miller, LMD, at 202-720-1643
 - Shelley Davis, LSPMD, at 202-720-0078.
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Notice FLP-129

1 Overview (Continued)

E Obsolete Material

Notice FLP-112 is obsolete.

2 Action

A SED Action

SED's shall insure using the MAC system by:

- requiring the use of MAC as part of FLP Program Technicians (PT) work duties
 - holding Farm Loan Managers (FLM) accountable for accurate and current information in MAC, once the MAC system is stable
 - ensuring that all FLP Farm Loan Officers (FLO), PT's, and FLM's have:
 - System 36 terminals at their desks to access the MAC software
 - access to System 36 outside of normal business hours, when needed, for FLP personnel working alternative work schedules, overtime, etc.
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B FLP Chief Action

Each FLP Chief shall appoint a State Office MAC Coordinator, who will be responsible for:

- monitoring the use of MAC in County Offices
- handling problem calls and contacting the FSA National Help Desk for assistance, if necessary
- producing, or causing to have produced, State Office management reports from uploaded MAC data through FOCUS and WEB FOCUS, when available.

Note: If not already done, FAX the name and title of the MAC Coordinator to Kathleen Miller at 202-720-6797.

C FLM Action

FLM's use MAC information for office management. FLM is responsible for understanding what information is available in MAC.

Note: A basic working knowledge of MAC is necessary for all FLM's and FLO's.

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2 Action (Continued)

D

COR's

COR's shall check for MAC use and that MAC information is current and accurate, once MAC is stable. 1-COR is being updated to reflect the review of MAC.

3 3B2 Systems and Management System Box (MSB)

A

**Management
Record System
(MRS) and
AGCREDIT**

MRS and AGCREDIT on the 3B2 computer are no longer used by County Offices. These systems are obsolete.

B

MSB

MSB will be eliminated once MAC is stable.

4 MAC

A

**Obligations in
MAC**

The user can now enter data into the obligation date and the obligation amount data elements in MAC without waiting for the download of the information from the mainframe computer. This change enables the user to proceed on to the loan closing screens. **Once data is entered in the obligation fields in MAC, application information cannot be entered or changed.**

B

BBS

Information on MAC and frequently asked questions about MAC are available on BBS in the new MAC_FAQ forum. County Offices shall monitor the forum for new or updated information. If the forum has been updated, the MAC Coordinator shall provide the MAC_FAQ forum information, on a weekly basis, to all County Offices that do not have access to BBS.
